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THE
GERALDINE PUBLIC SCHOOLS
BUILDING PROGRAM,
GERALDINE, MONTANA

George Balogh
B.S.C., North Dakota University, 1933

Presented in partial fulfillment of the
requirement for the degree of Mas-
ter of Education.

Montana State University
1951

Approved:

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Chairman of Board
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- (3) Kenneth Knight, of the architectural firm of VanTeylingen, Knight and VanTeylingen, for preparing, for this paper, the floor plans and front elevation drawings of the proposed Geraldine Public Schools at Geraldine, Montana.

G. B.

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CHAPTER I

THE PRE-PLANNING PROBLEMS

The purpose of this paper is to show the various problems that confront a board of trustees of any school when they begin to think about remodeling their present school or when they begin to think about new building.

A school building program entails much preliminary work, and the writer of this paper will endeavor to present the procedure followed in the Geraldine Public Schools Building Program.

This paper will deal with the actual conditions as they occurred in the above mentioned building program. A brief description of Geraldine, Montana follows: Geraldine, Montana is located in Chouteau County just twenty-nine miles southeast of Fort Benton, the county seat of Chouteau County, and eighty-five miles northwest of Lewistown. The main occupation around Geraldine is farming. The growing of winter wheat is the farmer's prime source of income although a few farmers have small herds of cattle. Geraldine, Montana is located in the center of one of the richest wheat sections in Montana. The farms in this section have shown much improvement, but the Geraldine Public School still stands today as it was built in 1917.

The improvement and value of the land is indicated in the following valuation figures. The Geraldine High School District No. 3 is composed of fifteen elementary grade school districts having a total assessed valuation of \$8,138,309.00. The Geraldine Grade School District No. 44 has an assessed valuation of \$2,249,379.00.

The problem of new school construction had been facing the Board of Trustees of the Geraldine Public Schools for a great many years. New school facilities were thought about at various times, but these ideas did not begin to materialize until the fall of 1950. A decision was finally reached, due to the fact that, year after year, students who should have been attending the Geraldine Public Schools found it to their advantage to attend the neighboring schools. Almost all of the neighboring schools had more modern equipment, better facilities, and a much more attractive program to offer. Realizing this, the Board of Trustees, with the cooperation of the P. T. A., found it imperative to increase and improve its school facilities in order to keep the students from attending other schools.

With the foregoing problem in mind, many pertinent questions arose: Would the increase in school enrollment necessitate new school facilities? What new facilities would be needed? Should an entirely new building be constructed, or remodel the present structure and add new facilities? How should the money be raised? How much should be raised?

These and many more problems were brought up from time to time and were submitted to a careful analysis.

The foremost question before the Board of Trustees was: What facilities are needed for the present and for the future, and how much money can be raised to fulfill this project?

The cost of schoolhouse construction raised a very serious problem as the following paragraph will indicate:

"School construction not only stopped during the war in all except a few war-congested areas, but even repairs were neglected. Many thousands of children are now housed in obsolete, unsafe, and totally unsuited facilities. Until a careful study is made in all states, it is not known what proportion of the present enrollment should be rehoused. Great population shifts during the war brought serious school-plant situations to many communities. According to information currently available, 150,000 obsolete, unsafe, and poorly-located classrooms should be replaced by new facilities."¹

In a project of this nature, involving large sums of money, it is a wise policy and extremely important to have the community participate in determining the community needs.

"San Francisco is building elementary schools that will meet the needs of the neighborhood in which they are located, said the city's superintendent, Herbert C. Clish.

"For instance, in one area almost totally lacking in facilities for community use the new school will have an especially large library and

¹ Ray L. Hamon, "Educational Plant Needs," The American School and University, Twenty-Second Annual Edition, (New York: American School Publishing Corporation, 1950), p. 58.

an auditorium big enough for community as well as for school use.

"But all San Francisco schools are planned, with the cooperation of teachers, to be adequate for a sound program of education, suited to each child's interests, needs and abilities. Dr. Clish can give no more than lip service to an austerity program which provides only classrooms, because he does not think communities have the right to deprive children of such educational facilities as cafeterias, auditoriums and gymnasiums."²

One of the essential parts of any school building program is a careful appraisal of the needs and resources of the community concerned. In order to obtain this information, an accurate and comprehensive survey must be taken to determine the true and complete status of the community.

Some of the vital points that must be considered with respect to school building programs are:

Curriculum--Is there sufficient space and facilities for the educational program that is required by the community for its children and adults?

Interfunctional coordination³--Is the building planned so that the activity in each part of the building may be coordinated with related activities?

Safety--Does it meet safety standards and contribute to the health and physical welfare of the pupils?

Efficiency and utility--Is it planned so as to elim-

² _____, "Plant Planning," The Nation's Schools, 46:67, November, 1950.

³ Warren T. White and others, American School Buildings, Twenty-Seventh Yearbook, (Washington: American Association of School Administrators, 1949), p. 8.

inate congestion and interference and contribute to the satisfaction of all concerned?

Beauty--Is the building pleasing in appearance--simplicity, rather than ornamentation?

Adaptability--Is it so planned that it can be enlarged with a minimum of cost?

Economy--Is the building so planned that in the original outlay and in future operation the utmost in educational utility can be secured for every dollar spent?

The above mentioned points should always be kept in mind in any school building program.

In the following chapter, The Planning Process, such topics as board meetings and mass meetings will be explained. Walter D. Cocking⁴ says that the community plays a major role in this phase of the planning process. A survey of the present schools must be made. Special meetings of the board of trustees, the superintendent, community groups, and the architects must be held at various times. Preliminary plans and eventually the final plans must be presented for acceptance.

The chapter on The Legal Procedure will show the various steps through which a building program must go before contracts for any construction work are let.

⁴ Walter D. Cocking, "Cooperative Plant Planning," The School Executive, 70:7, October, 1950.

The final chapter of this paper will be a summarization of what the Board of Trustees has completed, in what phase of the program they are at the present time, and what problems lie ahead of them.

It is well for the reader to keep in mind, as he reads this paper, that the various steps gone through by the Board of Trustees of the Geraldine Public Schools, will be quite similar to those that other school boards will have to go through when they are working on a school building program.

CHAPTER II

THE PLANNING PROCESS

Many items of importance must be considered in the building program procedure. Some of the pertinent questions that must be considered are: The problem of funds, the selection of a site, educational planning, one- or two-story plan, lighting and heating problems, size and number of rooms, over-all planning, picking the architect, and many more.

The Board of Trustees, with their Superintendent and the whole-hearted support and cooperation of the local P. T. A. and other groups, began to tackle this project. Special groups were to check into the legal procedure, the Superintendent was to prepare a survey of existing conditions, others were to visit several of the newer outstanding schools, and several mass meetings were to be held.

As the planning process got under way, it was suggested and recommended by the Superintendent that the present building be remodeled so as to save on costs. The addition of new facilities were considered and the following were suggested: a shop suitable for vocational-agriculture work; a regulation size gymnasium; an auditorium suitable for school use as well as for use by the community; several individual practice rooms for band members; a cafeteria

large enough to seat 75 people at one sitting; a home economics department completely equipped; two primary grade rooms; toilet facilities for the primary rooms; toilet facilities for the larger boys and girls; and administrative quarters.

To carry out this type of program, much research work had to be done, data had to be collected and compiled, and an effective public relations program had to be carried on.

"Invaluable information can be secured through books, magazine articles and printed standards, from experienced school architects and consultants and from visits to construction sites of other buildings. A school is more than a building--it is the embodiment of a plan for providing proper facilities and environment to carry out an educational program in a particular community on a specific site. This definition means that buildings cannot be copied if they are to meet local needs."⁵

Before a complete and thorough survey could be made of the Geraldine Public Schools, it was first necessary to draw up a table showing the enrollment trends over a projected period of time. These figures were compiled from the 1950 enrollments and from additional figures compiled and supplied by the County Superintendent of Schools of Chouteau County, and the Clerk of District No. 44 in Chouteau County of all pre-school children. Table I on page 9 shows the maximum enrollment trends of the Geraldine Public Schools

⁵ William M. Brish, "Together--We Built A School," The American School and University, Twenty-Second Annual Edition, (New York: American School Publishing Corporation, 1950), p. 243.

TABLE I

ENROLLMENT TRENDS OF THE GERALDINE PUBLIC SCHOOLS
FROM 1950 THROUGH 1964.*
(Maximum Enrollments)

Grade	1950	'51	'52	'53	'54	'55	'56	'57	'58	'59	'60	'61	'62	'63	'64
12	12	13	14	15	20	19	26	26	19	19	24	24	29	42	45
11	13	14	15	20	19	26	26	19	19	24	24	29	42	45	40
10	14	15	20	19	26	26	19	19	24	24	29	42	45	40	62
9	15	20	19	26	26	19	19	24	24	29	42	45	40	62	52
8	7	5	11	5	7	6	8	4	20	22	24	26	30	34	
7	5	11	5	7	6	8	4	20	22	24	26	30	34		
6	11	5	7	6	8	4	20	22	24	26	30	34			
5	5	7	6	8	4	20	22	24	26	30	34				
4	7	6	8	4	20	22	24	26	30	34					
3	6	8	4	20	22	24	26	30	34						
2	8	4	20	22	24	26	30	34							
1	4	20	22	24	26	30	34								

*The above enrollment figures were supplied by Margaritha Kleinschmidt, County Superintendent of Schools, Chouteau County and by H. M. Magnuson, former Clerk of District No. 44, Chouteau County.

from 1950 through 1964. The table was prepared for the Board of Trustees and shows the enrollment trends. A question may arise as to the increase for the first grade in 1951. The increase in "war" babies is now becoming increasingly apparent beginning with the year 1951 in the Geraldine community. Several new families have moved into Geraldine which accounts for some of this increase. This increased enrollment presents an immediate problem for the existing inadequate facilities.

A detailed report of the Geraldine Public Schools was necessary in order to reveal present conditions and the requirements for the future based on the possible increase in enrollment. A survey may serve many purposes:

"The major purposes of the school plant survey include the determination of:

"1. The kind of school plants required to house effectively the educational program specifically planned to meet the needs of the communities served by the school. (This will provide the "terms" in which present facilities may be evaluated and future school plants may be planned.)

"2. The number of school plants needed to serve effectively all communities and individuals included in the system.

"3. The desirable location of each school or school centers.

"4. The desirable size of each school, whether elementary or high school or combination, and the number of pupil-stations and teacher-stations required.

"5. The optimum possible utilization of existing facilities as they may or may not be found appropriate for continued use in the total program.

"6. Recommendations including a step-by-step program, possibly requiring a number of years to

complete, to provide needed facilities with individual projects listed in the order of urgency and importance in the total scheme.

"7. Possible requirements in terms of dollars needed to provide facilities in an immediate program and a long-range program.

"Other purposes which should be recognized include the development of local understanding and support of the school program, and the creation of another opportunity for democratic processes to operate on the local level."⁶

This school plant planning process was a new and very important venture for the community of Geraldine and its outlying districts. A project of this nature takes successful cooperative planning and keen leadership. In this respect, the Board of Trustees and their Superintendent, with the aid of the P. T. A. officials, played a major role.

The selection of an architect is an important step and it is necessary to select a man who is thoroughly familiar with schools, their educational plans, and good school building planning. Otto Haisley⁷ has a definite outline that he sets up for the selecting of an architect. He says that an architect must have a thorough knowledge of school building materials, their uses and availability.

"Not the least important area of these studies

⁶ Pendleton Mitchell, "School Plant Surveys in Georgia," The American School and University, Twenty-Second Annual Edition, (New York: American School Publishing Corporation, 1950), p. 89.

⁷ Otto Haisley, "Going to Select an Architect," The American School Board Journal, 122:21-22, January, 1951.

are the effects of mechanics, design, and the use of various building materials on the growth and the mental and physical well-being of the individuals who are to use the school plant."⁸

The Board of Trustees and their Superintendent visited the Malta Elementary School completed in the Spring of 1951. It is an outstanding school, well planned, and one in which the citizens of the community may well take pride.

The President and Vice President of the Geraldine Parent-Teachers Association, and the Superintendent, visited several of the newer schools in the western part of Montana to observe and study the various methods of planning and construction used by different architects. Some of the outstanding schools visited by this group were: The Jefferson Elementary School and the Broadwater Elementary School in Helena, Montana; the Washington Elementary School in Missoula, Montana; the home economics department, cafeteria, and vocational agriculture department in Corvallis, Montana; and the cafeteria and elementary grade rooms in Stevensville, Montana. At a later date this same group visited the new Cecelia Hazelton Elementary School in Townsend, Montana. Much valuable information was secured from these various visitations which was presented later at several mass meetings. It was then necessary to investigate the feasibility of incorporating these newer designs into the Geraldine

⁸ Loc. Cit.

Public Schools Building Program.

"Man's progress has come because some individuals have had more vision than others, have seen ways of making improvements, have been willing to venture from beaten paths, have been willing to forsake old standards, have been more able to push aside the curtains which obscure our visions of the future. As a result these individuals have a keener sense of what the future holds in store for us and have in effect pushed to new frontiers."⁹

Walter D. Cocking¹⁰ says, "A new school is a community business; therefore, its planning should contain the best efforts of as many representative citizens as possible."

Mass meetings and civic organizations aided greatly in the school planning process. After several meetings were held, one of the architects from Great Falls, Montana, J. VanTeylingen, was called in to talk to the public on two separate occasions. This man presented important information in his talks on Education and The Modern School.

The phase in the planning process was now approaching when it became necessary to select an architect to help in the planning procedure. After comparing the architectural work of the schools visited, the firm of VanTeylingen, Knight and VanTeylingen was selected.

The superintendent of schools at Geraldine had several conferences with the above firm, and with their assistance prepared a report of the Geraldine Public Schools. The sur-

⁹ Loc. Cit.

¹⁰ Walter D. Cocking, Loc. Cit.

vey is a thorough report, prepared for the architects, of the existing conditions of the school buildings. Under the direction and request of the architects, the survey included all available data on each room, the gymnasium-auditorium, criticisms of the present situation, information on the dormitory and hot lunch program, long range needs, minimum additional requirements, minimum present requirements, and a synopsis of the overall program.

This survey was then presented to the architects and from it they were able to prepare a recommended construction program for the Geraldine Public Schools.

The Construction Program report, prepared by the architects, appears on pages 21-22.

After reading the reports, it was quite evident that the architects favored single story construction. The cost of construction is much cheaper in the single story structure because the footings and walls do not have to carry the added weight which is very apparent in a multi-story structure. There is also greater flexibility in the planning procedure for a single story schoolhouse--the arrangement of rooms, utilization of all available space, lighting, and safety of pupils.

Pages 15-20 contain the actual report as prepared by the Superintendent.

GERALDINE PUBLIC SCHOOLS BUILDING PROGRAM.

Survey of Existing Facilities:

Present school building built in 1917.

Seven Classrooms - all inadequate.

Three grade rooms - intermediate and primary overcrowded.

One science room - most equipment obsolete no up-to-date lab table.

One home economics room - fair but inadequate with increasing enrollment - stoves obsolete - new sewing machines needed.

One commercial room - lacking in typewriters and office machines - no bookkeeping desks.

One history room - maps obsolete - no reference books.

One study hall - capacity 55 - present enrollment 56.

Floors of present building very uneven and in need of costly repairs. Building not equipped with electrical outlets. Present building is still sound but has served its usefulness. Natural lighting and ventilation poor. Roof in need of repairs. Janitor supply room a deadly fire trap.

Insufficient number of high school class rooms.

Individual lockers needed for high school students.

Lavatories insufficient and unsanitary - toilets and sinks too high for primary youngsters. Two toilets and one wash bowl in each rest room not enough. Two stand-up urinals in boys room insufficient and very unsanitary. Wash bowls required in primary rooms. Seats and desks in

grade rooms badly worn and scarred and in need of new equipment.

Gymnasium and Auditorium.

Separate and detached from the high school - one block away. Building is wooden frame structure throughout with stuccoed outside. Playing floor small with stage and entrance crowding the end lines. Low ceiling - flat center and sloping towards the outside. Seating capacity limited to about 300 maximum.

Auditorium has two locker rooms in the basement and each has one shower head.

Only one of the dressing rooms has one toilet which needs repairs and is in a very unsanitary condition. Neither dressing room has urinal facilities.

Building is heated by forced hot air furnace and is in need of costly repairs - a definite fire hazard.

On the main floor are two toilets.

No check room and no storage rooms for chairs.

All exit doors are in bad condition and present a menace in case of emergency - two of the exits being wired or tacked shut.

Improvements made in this past year are the installation of new stage drapes and lockers in one of the dressing rooms.

The old front doors have been replaced by two good used doors.

A stoker is being considered for the furnace - thermostatically controlled.

Criticisms.

Discipline problems:

Discipline has been very lax in the past

years, making it difficult in this present year (1950).

Most school furniture in bad condition, causing very little respect thereof.

Auditorium causes a serious problem. Close supervision to and from is almost impossible.

Auditorium is used for all public and school affairs and very little respect is shown for the building when school functions are held.

Locker dressing rooms are very inadequate and unsanitary. One has a toilet, the other has none.

A serious fire hazard exists in that two exits are nailed or wired shut, leaving only the front door available.

Superintendent's Office - Janitor's Room.

Not large enough for board meetings; no storage vault; no inner or outer office; no teachers' rest rooms.

Storage facilities very limited. One outside shed is virtually a "junk heap". Janitor supplies stored under stairway - a fire hazard.

Dormitory and Hot Lunch Program.

Hot lunches served in dormitory located $2\frac{1}{2}$ blocks from school building. About 45 children are now being served hot lunches at noon. No supervision during the noon hour. During cold weather children dislike leaving school building for hot lunches.

Long Range Needs.

1950 enrollment
Grades 54.

High School 56

1956 enrollment (estimated) High School 84
Grades 168.

1960 enrollment (estimated) High School 119.

1964 enrollment (estimated) High School 189.

Minimum Additional Requirements Required as of 1960.

Gymnasium.

Auditorium.

Agriculture and Woodworking Shop.

Music Room - 3 or 4 individual practice rooms.

Cafeteria and Home Economics Combination.

Completely equipped Science Room.

Completely equipped Commercial Department.

Library and Study Hall combination.

Two general purpose classrooms.

Minimum Requirements as of 1950.

Gymnasium - 50 x 84 playing floor.
Seating Capacity 550 to 750.

Auditorium - Seating Capacity 250 to 300.

Shop - Woodworking.
Metal working.
Agriculture.

Cafeteria - Home economics department in
connection.
Serving capacity - 65 to 70 at
one time.

Music Room - Room for band and orchestra re-
hearsals.
Individual practice rooms for
students.

Synopsis of Overall Program.

Present existing conditions are inadequate;
most equipment is in need of repair or replac-
ing; toilet facilities in most cases are inad-
equate and unsanitary; buildings--fire hazards.

Estimated enrollment in next ten years will be more than doubled, which is a definite indication that a building program must be undertaken.

There is a definite need for a good sized gymnasium, auditorium, shop, home economics-cafeteria combination, commercial department, science department, music rooms, a combination library-study hall, and several additional classrooms.

With the estimated increase in enrollment, additional teachers and facilities are definitely a major problem.

Financial Capabilities.

High School District No. 3 - Assessed
Valuation, \$8,138,309.00
at 3% \$244,049.34
at 5% \$406,915.40

Grade School District No. 44 - Assessed
Valuation, \$2,249,379.00
at 3% \$67,481.37
at 5% \$112,468.95

Bonding Limit of High School District No. 3
and Grade School District No. 44
\$519,384.35

By bonding the High School District No. 3 and the Grade School District No. 44 for a combined total of \$350,000.00, the following may possibly be included:

Gymnasium - 50 x 84 Seating Capacity
550 to 750.

Shop - including Vocational-Agriculture.

Cafeteria-Home Economics combination.

Commercial Department - fully equipped.

Auditorium - Seating Capacity 250 to 300.

Music Department - with individual practice rooms.

Library-Study Hall combination.

Additional Classrooms.

Probable cost of above program, not over \$325,000.00.

Increase in millage will not exceed nine mills on the above bonding.

After the above survey was completed, a mass meeting was called with J. VanTeylingen as the main speaker. The survey was read at the meeting and Mr. VanTeylingen commented and elaborated on the report. At the close of the meeting a general discussion followed, and it was very apparent that all who attended the meeting realized the need for new and additional facilities. A few of the citizens were in favor of tearing down the present structure, bonding for the full capacity and building an entirely new school. The Superintendent indicated the soundness of the present structure-- to reduce the cost of construction by remodeling and building only such new building as needed.

After the above survey of the Geraldine Public Schools was completed, another conference was held with the architects to determine what type of plant would best fit our program. About one week later the architects presented the following construction program to the Board of Trustees and the Superintendent for their consideration. The report presented appears on the following pages.

CONSTRUCTION PROGRAM.

Geraldine School.

Design Criterion - 1960 Enrollment

High School - 130

Grades - 200

I. Assumptions:

Assume - Upper Grades 7 to 12 grades.

Lower Grades 1 to 6 grades.

II. Requirements:

1. High School Requirements.

- (1) Gymnasium
- (2) Auditorium
- (3) Agriculture Shop
- (4) Home Economics ($1\frac{1}{2}$)
- (5) Science Lab. ($1\frac{1}{2}$)
- (6) Commercial (2) Equivalent
- (7) Music Room ($1\frac{1}{2}$) classrooms
- (8) Classroom

Grade School Requirements.

- (1) 6 Grade Classrooms
- (2) Kindergarten

Miscellaneous.

- (1) Cafeteria
- (2) Library-Study Hall
- (3) Administrative Office
- (4) Toilets and Wash Rooms

2. Existing Facilities.

- (1) 7 Classrooms
- (2) Study Hall (2 equivalent classrooms)

3. Total Requirements - 1960.

- (1) $11\frac{1}{2}$ equivalent classrooms
- (2) Gymnasium
- (3) Auditorium

- (4) Agriculture Shop
- (5) Cafeteria
- (6) Library-Study Hall
- (7) Administrative Office
- (8) Toilets and Wash Rooms

4. Available Facilities - Existing Buildings

- (1) 9 equivalent classrooms
- (2) Administrative
- (3) Toilet Facilities

5. Net Additional Requirements - 1960

- (1) $5\frac{1}{2}$ equivalent classrooms
- (2) Gymnasium
- (3) Auditorium
- (4) Agriculture Shop
- (5) Cafeteria
- (6) Library-Study Hall

III. Recommended Construction Program.

1. Alterations in existing building to provide:

- a. Commercial suite - 2
- b. Science laboratory - $1\frac{1}{2}$
- c. 4 Grade Classrooms - 4
- d. High School Classrooms - 1
- e. Administrative Suite

2. Additional Construction.

- a. Gymnasium--shower--locker rooms
- b. Auditorium--stage as music room
- c. Home Economics ($1\frac{1}{2}$)
- d. Cafeteria
- e. Library-Study Hall
- f. Agriculture Shop--Woodworking room
- g. 3 equivalent classrooms - 2 grade rooms
- h. Toilet room facilities

3. Miscellaneous Improvements.

- a. Daylighting or re-fenestration of parts of existing building.
- b. Complete re-wiring and re-lighting of existing building for artificial light.

After the preceding report had been presented to the

Board of Trustees, a general discussion of schoolhouse construction followed. One of the particular problems discussed, was the feasibility of the single-story construction in Montana.

These are some of the features that are closely related to the single-story pattern:

- "1. Controlled Daylight--light can be utilized from both sides of the classroom. Glass blocks have aided tremendously in this field.
- "2. Square classrooms--more economical to construct and lends itself better to the type of teaching that goes with the modern school.
- "3. No waste space--all floor space is utilized. No space taken out for stairways or stairwells.
- "4. Safety--horizontal travel is safer than vertical travel. Most accidents occur on stairways.
- "5. Cheaper framing and foundations--foundations are lighter because heavy loads or additional stories do not have to be carried.
- "6. Cheaper ventilation--the installation of added forced ventilation for upper stories is extremely costly.
- "7. Quicker construction--various sections of the building can be worked on at the same time without interference from above.
- "8. Greater flexibility--parts of the building can be occupied while construction is going on in other parts. Expansion is economically accomplished.
- "9. Health factor--no exertion from climbing stairs.
- "10. Integration of classroom and outdoors--classroom and outdoor activities can be closely coordinated--playground next to classroom.
- "11. Friendlier atmosphere--this is extremely important with youngsters.
- "12. Simple design--simplicity of design is a factor in economy."

Another feature that was incorporated into the plans

11 Loy Norrix, "Some Advantages of the Single Story Schoolhouse," The Nation's Schools, 47:54-57, May, 1951.

was a multi-purpose room.

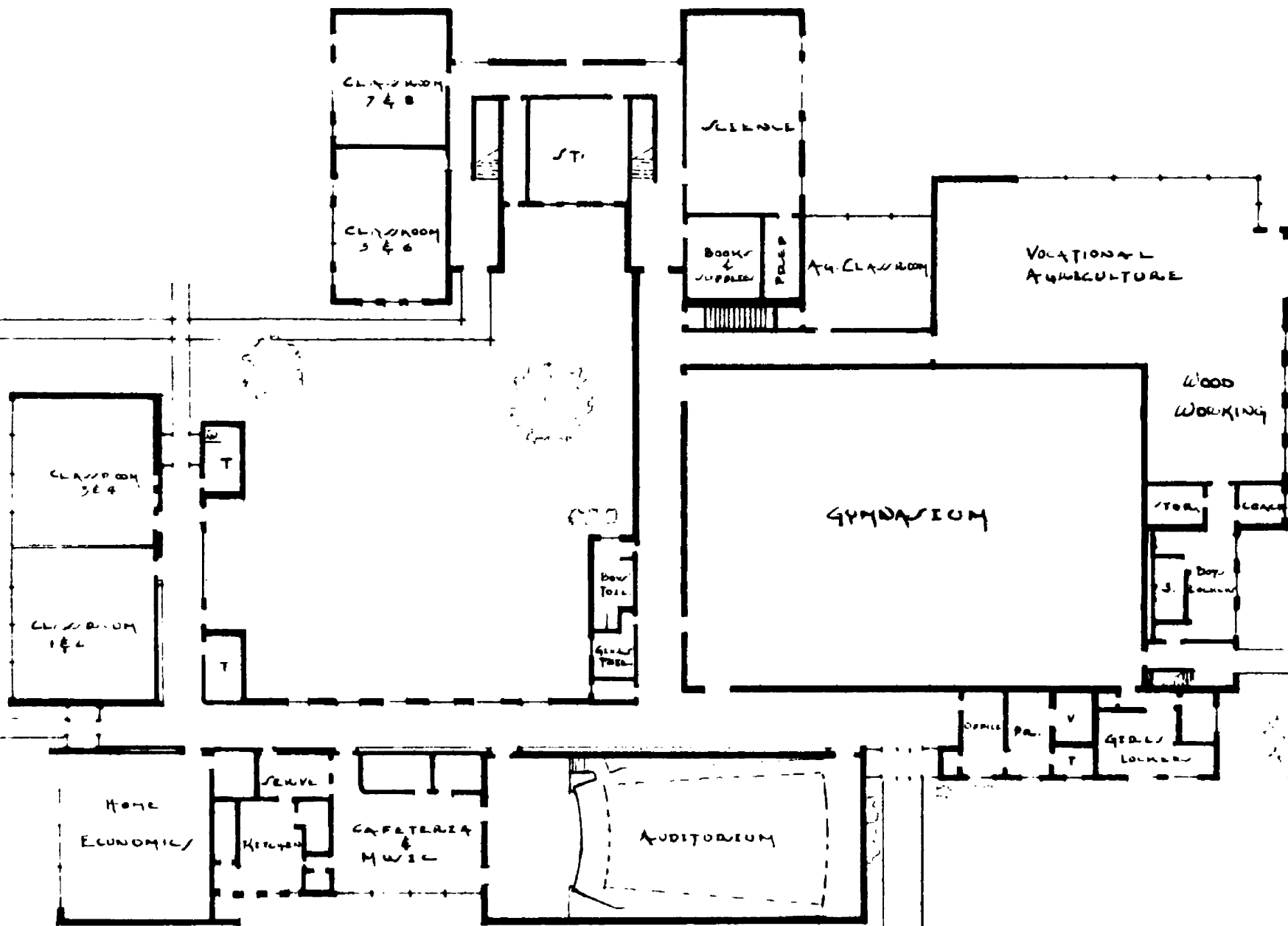
"The multi-purpose room is definitely a factor in school design. Combinations such as cafeteria-auditorium, English-library-seminar, auditorium-gymnasium, and others should be carefully studied for multiple functions and savings in initial construction cost."¹²

By looking at the floor plans on page 25, the reader will note that the Cafeteria is designed as a multi-purpose room. All furniture in the room is movable equipment so that the room may be utilized as a game room for the primary grades during inclement weather. The cafeteria is located adjacent to the home economics department so that it is easily accessible for banquets or luncheons. The cafeteria can also be used as a band or orchestra rehearsal room. The reader will also note that there are two individual practice rooms for the music students. The cafeteria is also located next to the stage in the auditorium so that it may be used as a dressing room when performances are held in the auditorium.

"The factors to be considered in the planning of the school lunchroom are (1) the number of pupils to be served, (2) the age of the pupils, (3) the number of lunch periods used in serving the pupils, (4) the type of lunch to be served, (5) the quantities in which food is to be purchased and (6) the extent of use by the community.

"It is desirable to locate the school lunchroom on the first floor in order to provide access-

¹² Walter W. Hook, "Trends In Planning Schools," The American School and University, Twenty-Second Annual Edition, (New York: American School Publishing Corporation, 1950), p. 63.



FIRST FLOOR PLAN
SCALE: 1/32" = 1'-0"

ibility for deliveries. A central location is also advisable for easy accessibility to student groups. Many schools are planning the location of the school lunchroom in the areas of the auditorium, the gymnasium, and the shops, since all of these units are in great demand for community activities.

"The school lunchroom kitchen should be located adjacent to the dining room, accessible to outdoor entrances, convenient to storage facilities and situated so as to enable efficient operation and service.

"It is recommended that any school contemplating a school lunchroom for serving 150 complete hot lunches should plan a kitchen about one-half unit (15 x 22 feet) in size. With efficient arrangement and planning, a school lunchroom kitchen of one unit will be adequate to prepare 500 complete school lunches."¹³

The various factors quoted above were considered as much as possible in the designing and placing of the cafeteria in the Geraldine building program.

The two primary grade rooms were designed with the youngsters in mind. When completed they will correspond, as much as possible, to the size, shape, and height of ceiling as is familiar to the youngster in his own home. It is very important that the child's home environment be worked into the primary rooms if at all possible.

"Some of the principles underlying the planning of the building have been stated by Superintendent Mann as follows:

"1. A school building is a place where a child learns to live, and at the same time, a place where he lives to learn. Such a place is both a learning tool and an environment for the child.

¹³ _____, "Planning The School Lunchroom," The School Executive, 70:109, February, 1951.

"2. All the senses shall be utilized in learning as far as possible. This means that the sense of touch will help in the learning of the child in all the grades. Shopwork and manipulative activities will be a part of every child's activity.

"3. Space is needed in every room. Thirty square feet of space has been planned for each elementary child. Greater freedom will result for each child in each classroom.

"4. Light and color have relationship. Vividness and intensity of color is desired. Furniture color is important in this setup.

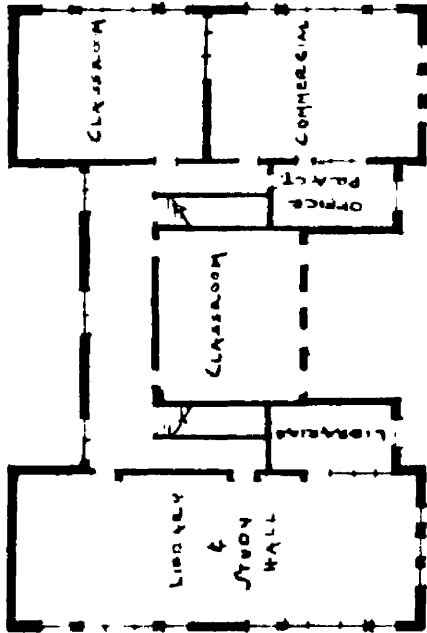
"5. Any tool that will enhance the speed and intensity of learning should have its place in the planning. Especially is this true for visual auditory tools. Television should be considered as a possible tool of learning for the future.

"6. Health is a major object in education. Nurse's suite, corrective speech, cafeteria, and adequate gymnasium space are essential parts of the building.

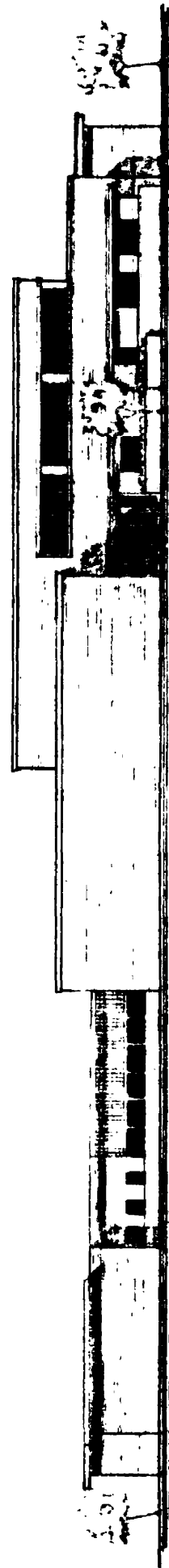
"7. The building will be available for community activities. Recreation, boy and girl scouts, parent-teacher meetings have been considered as some of the community groups who will use the building."¹⁴

The present structure, which houses the Geraldine Public Schools, is a two-story building and will be completely renovated and altered. By looking at the plans on pages 25 and 28, the reader will note the size of the present structure and the contemplated additional facilities. The additional facilities will include: Vocational agriculture and woodworking shop, agriculture classroom, gymnasium and shower rooms, administrative quarters, auditorium, cafeteria and kitchen, home economics department, two elementary grade rooms, and toilet facilities. The new structure will appear as shown on page 28.

¹⁴_____, "A Wisconsin Grade School Planned For Community Service," The American School Board Journal, 122:41, May, 1951.



SECOND FLOOR PLAN 2



EAST ELEVATION 2

SCALE : 1/32" = 1'-0"

CHAPTER III

THE LEGAL PROCEDURE

In this chapter we shall deal with the legal steps . for issuing school district building bonds. The writer will first list the various steps necessary to the completion of the sale of bonds, and will then take them one by one to show how they were treated with respect to the Geraldine Public Schools Building Program. The following are the exact steps as set up by the Commissioner of State Lands and Investments¹⁵ in Helena, Montana:

PROCEEDINGS FOR ISSUING SCHOOL DISTRICT BUILDING BONDS

The proceedings should be conducted by the full board throughout if possible.

The completed transcript or record of such bonding proceedings should contain the following papers:

1. Petition for school district bond election. (We prefer the original petition with the actual signatures of the petitioners.)

2. Affidavit relating to the circulation and signing of this petition. (This should be a real affidavit attested with the name and seal of a notary.)

3. Certificate of the County Clerk and Recorder relating to this petition. (This must be executed with the name and seal of the county clerk.)

¹⁵ _____, "Proceedings For Issuing School District Building Bonds," Commissioner of State Lands and Investments, (Unpublished Proceedings), Form 3C-7/42, Helena.

4. Minutes of the proceedings of the first meeting of the school board, signed by the chairman and the clerk and attested with the school district seal.

5. Notice of school district bond election properly signed.

6. Affidavit of judge of election. (There should be one of these for each precinct. It should be signed by the judge, attested by the signature and seal of the officer taking the affidavit, and have attached to it one of the ballots actually prepared for the election.)

7. List of the registered electors of the school district qualified to vote at the election as certified by the county clerk. (The names of those actually voting at the election should be checked off on the list.)

8. Minutes of the second meeting of the Board, signed by the chairman and the clerk and attested with the school district seal.

9. Notice of sale of school district bonds, with affidavits of publication from newspapers carrying the notice.

10. Minutes of the third meeting of the board, properly signed.

11. Certificate of the County Treasurer showing the value of the taxable property of the school district and the financial condition of the district. (This certificate should be signed by the treasurer, attested with his seal, and should show the last completed assessment, and no assessment is completed until finally equalized by the State Board of Equalization.)

12. Certificate of County Superintendent. This shows the date of organization and the names of the officers of the district, and should be executed with the signature and seal of the superintendent.

13. District clerk's certificate. This is in the form of an affidavit to be properly executed before a Notary Public.

All papers in the transcript should be made out in TRIPLICATE. One copy should be sent to the Commissioner of State Lands and Investments, one copy to the Attorney General, and the third retained in the files of the School District. The copies sent to the Land Office and the Attorney General must be either originals or properly certified copies.

The preceeding information called for only three copies, but in the case of the Geraldine Schools four copies were prepared of all proceedings--one copy being filed with the County Attorney at Fort Benton, Montana.

The first step to be taken was the securing of signatures of qualified voters on a Petition for School District Bond Election. A qualified registered elector is one who is a taxpayer upon property, either real or personal, within the said school district, and whose name has appeared on the last completed assessment roll for state, county and school district taxes. At least twenty per cent of the qualified registered electors must sign this petition. In the case of the Geraldine Public Schools, many people had signed the petition who were not registered voters. This did not invalidate the petitions as the petitions had to be presented to the County Clerk and Recorder of Chouteau County for verification and certification before they could be presented to the Board of Trustees of the Geraldine Public Schools. Each circulated petition was accompanied by an

affidavit bearing the signatures of the persons responsible for its circulation and the securing of the signatures of the persons signing.

Thus far the first three steps in the legal procedure were completed--The Petition, Affidavit Relating to the Circulation and Signing of the Petition, and the Certificate of the County Clerk and Recorder.

These petitions, with their affidavits and certifications, were then presented to the Board of Trustees of the Geraldine Public Schools for their consideration and adoption. The number of signers had to be tallied and checked with the results submitted by the County Clerk and Recorder.

The next step was the first official meeting of the Board of Trustees with respect to the petitions for a school district bond election and the calling of such election. The petitions were presented to the Board of Trustees with the view in mind that the bond election could be held at the same time at which the regular trustee election was held. In this manner a special election could be averted, thus reducing the costs and eliminating the designated time of keeping the polls open as prescribed by law.¹⁶

The Board of Trustees set the date of April 7, 1951

¹⁶ _____, "Voting Hours At Polls For Bonds," School Laws of the State of Montana, (Great Falls: Tribune Printing & Supply Company, 1949), Chapter 2, Session Laws of 1937, pp. 142-143.

for the bond election. Three electors of the district who were qualified to vote at such election, were appointed to act as judges of the election at each voting place. The Clerk of the high school district was also instructed to notify these persons of their appointment and to notify the County Clerk of the date set for the election, and request him to close registration, and to prepare and furnish poll books for the fifteen districts within the high school district as required by Section 1224.12, Revised Codes of Montana, 1935.¹⁷

These Notice of School District Bond Election were then prepared and sent to the fifteen districts within the high school district.

"The school district clerk shall, not less than fifteen (15) days before the day specified for such election, post notice of such election in not less than three (3) public places within the district, and in incorporated cities and towns at least one (1) notice must be posted at each voting place designated for such election."¹⁸

These notices of school district bond election contained the following information: the date on which the resolution was adopted by the Board of Trustees; the date on which the election was to be held; the amount for which the district was bonding; the purpose for which the monies were to be used; and the time the polls were to remain open.

¹⁷ Ibid., Sec. 1224.12, p. 142.

¹⁸ Ibid., Sec. 1224.10, p. 141.

The District Clerk's Certificate was submitted by the clerk of each individual district to the clerk of the high school district. This certificate clearly stated where the Notice of School District Bond Election had been posted and the date on which they were posted. It was essential that the date of posting be indicated to comply with the school laws of Montana.

A sufficient number of copies of the Official Ballot--School District Bond Election were mailed to the clerks of each individual district to be used on the date of the election. The ballots clearly indicated the amount of the bonds being voted upon, the purpose for which this money was to be used, and a space for voting: BONDS--YES or BONDS--NO. The School Laws of Montana¹⁹ indicate what form shall be used.

In order that the judges of the election would know which persons were entitled to vote at the bond election, the County Clerk and Recorder furnished each district with an Official List of Qualified Electors eligible to vote on Bond Issues. These lists were used at each of the polling places, and those persons whose names appeared thereon were eligible voters. As each person received a ballot to vote, his name was checked from the list and recorded in the Polling Book. The Polling Books contained the names of all persons voting in the particular district, the time and place at which the

¹⁹ Ibid., Sec. 122¹/₄.11, pp. 141-142.

election was held, the number of votes cast for and against the bond issue, and the names of the judges and clerk of the election.

Another form filled out by each school district was the School District Bond Election Affidavit of Judge of Election. This form contained the number of the school district, the date and hours the polls were open, the names of the judges, the name of the person acting as clerk of the election, the total ballots cast, and the number of votes for the bond issue, and the number opposed to the bond issue. This form was then notarized and a ballot attached thereto.

After the election had been held, the following forms were sent in to the Clerk of the High School District: District Clerk's Certificate, properly notarized; List of Qualified Electors, properly checked to correspond with the Poll Book; and School District Bond Election Affidavit of Judge of Election, properly notarized.

A second meeting was then called by the Board of Trustees, of the Geraldine Public Schools, to audit and verify the returns of the bond election. In the case of the Geraldine Public Schools, the minutes were entitled: Minutes of the Proceedings of the Board of Trustees of High School District No. 3 of Chouteau County, Montana, Relating to Returns of School District Bond Election and the Issueing of Bonds. The purpose of this meeting was to canvass the returns of the school district bond election and to take such action as

the bonds might warrant. The results of the bond election of High School District No. 3 in Chouteau County, are shown in Table II on page 37.

At this second meeting it was also determined the number of bonds to be issued and the denomination of each. The Clerk was then instructed to have published a notice of the sale of such bonds; the sale to take place at a designated time and place. The publication of Notice of Sale of School District Bonds had to be published for four successive weeks in some paper printed and published in the county in which the election took place, and when the amount of such bonds are ten thousand dollars (\$10,000.00)²⁰ or more, then the notice must also be published once in a daily paper in a city of the first class, one whose paper has a general circulation throughout the State.

One Notice of Sale of School District Bonds was published in the Geraldine Review, Geraldine, Montana, a weekly newspaper, and the other notice in the Great Falls Tribune, a daily paper of statewide circulation. An Affidavit of Publication was submitted by the publishers of these two papers to the Clerk of High School District No. 3. These affidavits had attached an actual copy of the printing of the notice of sale of bonds.

At the designated time and place for the selling of

²⁰ Ibid., Sec. 1224.17, p. 144.

TABLE II

BOND ELECTION RESULTS OF HIGH SCHOOL DISTRICT #3
 CHOUTEAU COUNTY, GERALDINE, MONTANA*

District Number	Voting Results		Total
	For	Against	
3	5	5	10
8	0	7	7
12	11	0	11
14	2	7	9
18	15	7	22
35	3	4	7
44	110	44	154
49	5	1	6
50	8	2	10
61	6	6	12
62	1	3	4
67	7	4	11
78	0	4	4
82	1	4	5
83	13	9	22
Totals	187	107	294
Per Cent	64	36	100

*The above results were obtained from a check of the actual ballots cast and a check of the Polling Books.

the bonds, the third official meeting was held by the Board of Trustees. The minutes of the third meeting were entitled: Minutes of the Proceedings of the Board of Trustees of High School District No. 3 of Chouteau County, State of Montana, Relating to the Sale of School District Bonds. These minutes contained: the place, date and time of the meeting; the names of the trustees present; the names of the bidding companies, their addresses and their bids; the amount of the bonds and the amount of interest they shall bear; the purpose for which the money is to be used; the denomination of the bonds, and how and when they shall be paid.

"The trustees are authorized to reject any or all bids and to sell the bonds at private sale if they deem it for the best interests of the district."²¹

At the time of sale of the Geraldine Public Schools' bonds, two bids were submitted for the purchase of the bonds. The two concerns who bid on the bonds were: Piper, Jaffray and Hopwood of Minneapolis, Minnesota with a bid of 3.20%, and the Commissioner of State Lands and Investments of Helena, Montana with a bid of 3.25%. The reason given for the high bids was that interest rates had been steadily going up. The Fort Benton Schools sold their bonds at the same time to the above mentioned Minneapolis firm for 3.00%. After thoroughly considering all possibilities and probabilities, and the

²¹ Ibid., Sec. 1224.18, p. 145.

possible delay in construction, the Board of Trustees decided to sell, and did sell, the bonds to the State of Montana. As one of the board members said, "In case of hardships, you can always deal more favorably with your home concern."

Before taking up the last two legal forms to be completed in the legal procedure, the writer would like to cite two articles showing the amount of school bond sales and bond prices for April and May of 1951.

"Sales of school bonds in the amount of \$120,012,195 are reported for the month of April, 1951. The average interest rate for large-city bonds was 1.96 per cent as of May 1. The largest sales recorded were: California, \$67,247,000; Texas, \$8,796,000; Ohio, \$8,358,000; Michigan, \$6,890,000; Massachusetts, \$3,998,000; Missouri, \$2,028,725; New York, \$2,941,100; Tennessee, \$2,825,000; North Carolina, \$1,842,500."22

"The average interest rate on all school bonds sold during May was 2.23 per cent; April's rate was 2.14 per cent. Since these rates have advanced from the early part of the year, the higher interest rate policies of the Federal Government are beginning to have some effect. The Government has encouraged this rise to reduce credit and restrict purchasing power. Whether it will take steps to raise interest rates again remains to be seen."23

Interest rates on bonds are still relatively low and should not discourage school boards from going ahead with their building plans.

The last two forms to be considered are the Certif-

22 Elaine Exton, "School Bond Sales," The American School Board Journal, 122:47, June, 1951.

23 Harold F. Clark, "School Building Costs and Bond Prices," The School Executive, 70:15, July, 1951.

icate of County Superintendent and the Complete Financial Statement. The first of these two forms is merely a statement from the county superintendent stating the date on which the school district was legally organized and the names of the present members of the Board of Trustees.

The Complete Financial Statement shows the valuation and debt limit, warrant indebtedness, bonded indebtedness, recapitulation, and district tax levies during the past three years. This statement was filled out completely by the Clerk of the school district with the aid and assistance of the County Treasurer. The statement also bore the seals of both offices.

The foregoing legal steps are required of the Board of Trustees whenever they are considering the floating of a bond issue for school building purposes. All of the foregoing legal forms mentioned in this paper, appear in the appendix as an aid to any person desiring to study their format.

In many cases when bonds are sold to a private bonding company, the company will have the bonds printed without extra charge. After the bonds are printed they are returned to the school district for the signatures of the Clerk and the Chairman of the Board of Trustees. The bonds are registered and the money then becomes available to the district to continue their building program.

At the time of this writing, the Board of Trustees of

the Geraldine Public Schools has sold their bonds and has approved the final plans as they appear on page 25. The firm of VanTeylingen, Knight and VanTeylingen, Great Falls, Montana, has been notified of their approval and are proceeding with the blue prints. As soon as these blue prints have been completed, the Board of Trustees will issue calls for bids on construction.

The Pre-Planning Problems, The Planning Process, and The Legal Procedure have been completed in the Geraldine Public Schools Building Program. The Construction Program is a very detailed problem and will not be treated in this paper.

CHAPTER IV

SUMMARY

The writer of this paper has attempted to point out some of the problems that face a board of trustees and their superintendent when they venture forth on a school building program. The actual case of the Geraldine Public Schools Building Program was used throughout this paper.

The problems of the school were carefully considered and discussed before any decision was, or could be reached by the Board of Trustees. Such problems as future enrollment, finance, educational program, community use of school facilities, and many others were considered.

The Planning Process necessitated a carefully worked out public relations program. A carefully prepared survey of present school facilities and future enrollment and school facilities aided greatly in this public relations program. The cooperation of as many civic and community organizations as possible helped to ease the work in the planning process. Once the public has been made aware of present conditions and the need of additional facilities required to give their children the type of education needed and demanded by the parents, then the Board of Trustees has advanced far in the right direction. One item to keep in mind, which is vitally

important, is that actual facts and figures be presented that are understandable to the public. The use of figures, illustrations, and appeal through the children are necessary in order to accomplish this valuable public relations work.

After the planning process has been carefully prepared, the legal process must be handled tactfully. Many people have a slight hesitancy when speaking of legality on various terms, and for that reason all phases of the legal process should be carefully clarified for all people.

Although the legal processes may vary from state to state, the steps listed in Chapter III, of this paper, are those required in the State of Montana, for any school entering upon a building program.

A word of caution by the writer to the school administrator and the school board: The program presented in this paper cannot be followed in its entirety by all schools, but it may be used as a guide for many of the smaller schools in Montana entering into a building program. The legal steps should not vary, but it is wise to study carefully all of the legal forms so that they will be understood and thus eliminate costly errors later.

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APPENDIX

PETITION FOR SCHOOL DISTRICT BOND ELECTION

Dated at _____
_____, 19__

To the Board of Trustees of
High School District No.
of County
State of Montana;

We, the undersigned, being more than twenty per centum (20%) of the qualified registered electors and taxpayers upon property within the boundaries of this school district whose names appear on the last completed assessment roll for state, county and school district taxes, do hereby ask and petition that an election be called and held within and for this school district and that at such election the question be submitted to the qualified electors of the school district, who are taxpayers upon property therein, of whether or not the board of trustees of this school district shall be authorized to issue, negotiate, and sell coupon bonds of the school district in order to obtain funds for the purpose of improving and remodeling the present existing structure and the addition of new facilities that are vitally necessary.

We estimate the amount of bonds necessary to raise the funds required for this purpose to be (\$_____).

NAMES OF PETITIONERS

ADDRESSES

AFFIDAVIT RELATING TO THE CIRCULATION AND SIGNING OF
 PETITION FOR
 SCHOOL DISTRICT BOND ELECTION

STATE OF MONTANA)
)
 County of)

I, , being first duly sworn, depose and
 say:

That I am a qualified elector of High School District
 No. of County, State of Montana; that I per-
 sonally circulated the foregoing "Petition for School Dis-
 trict Bond Election" to which this affidavit is attached;
 that all of the signatures appearing on such petition
 are the genuine signatures of the persons whose names appear
 thereon; and that the signers knew the contents of the
 petition at the time of signing the same.

Address

Subscribed and sworn to before me this day of
 1951.

Notary Public for the State of
 Montana
 Residing at
 My Commission Expires

CERTIFICATE OF THE COUNTY CLERK AND RECORDER

Relating To

QUALIFICATION OF THE SIGNERS

TO PETITION FOR HIGH SCHOOL DISTRICT ____ BOND ELECTION

STATE OF MONTANA)
) SS.
County of)

I, _____, do hereby certify that I am the duly elected, qualified and acting County Clerk and Recorder for _____ County, State of Montana; that I have examined the petition to which this certificate is attached for a high school district _____ bond election of _____ County; that the total number of persons who are registered electors and taxpayers upon property within the said high school district _____, whose names appear on the last complete assessment roll for State, County and School District taxes, is _____; that of the persons whose names are subscribed to the aforesaid petition, those names are designated with a _____ Mark are possessed of all these qualifications, being a total of _____ persons; and that such qualified persons who are signers to the aforesaid petition constitute more than twenty per cent (20%) of all such registered electors and taxpayers within the high school district _____.

IN WITNESS WHEREOF, I have hereunto subscribed my name and attached the seal of my office at _____, the County seat of the said County, this _____ day of _____, A. D.

(First Meeting)

MINUTES OF THE PROCEEDINGS

OF THE BOARD OF TRUSTEES OF HIGH SCHOOL DISTRICT NO.

OF COUNTY, MONTANA

RELATING TO PETITION FOR HIGH SCHOOL DISTRICT BOND ELECTION

AND THE CALLING OF SUCH ELECTION.

A duly called special meeting of the board of trustees of High School District No. of County, a district of the class, was held on the day of , 19 , at which the following trustees were present throughout the entire meeting:

Names of Trustees

Addresses

, Chairman

The Clerk of the High School District, , was also in attendance throughout the entire proceedings. The purpose of the meeting was to consider a petition for a school district bond election, a copy of which is hereto attached, marked "Exhibit A" and made a part hereof.

After the said petition had been carefully examined by all members of the board, Mr. introduced the following resolution and moved its passage and adoption:

"WHEREAS there has been presented to this high school board a petition for the calling and holding of a school district bond election at which election there shall be submitted to the electors of the district qualified to vote at bond elections the question of whether or not this board shall be authorized to issue, negotiate and sell coupon bonds of this district in order to obtain funds for the purpose of

(First meeting - page 2)

which petition estimates the amount of bonds necessary for such purpose at _____ Dollars (\$ _____);

"WHEREAS we find that the aforesaid petition is in proper form and that it is signed by _____ persons who are registered electors and taxpayers upon property within this high school district, which number of signers constitutes more than twenty per centum (20%) of all such registered electors who are taxpayers within the district, and we further find that the aforesaid petition is in every way sufficient;

"WHEREAS it is the judgment of this board that the sum of _____ Dollars (\$ _____) will be necessary to carry out the purposes set forth in the petition;

"AND WHEREAS it is the judgment and determination of this board that the said bonds shall be payable during a period of not to exceed twenty (20) years and be redeemable at any time after ten (10) years from date;

"NOW THEREFORE BE IT RESOLVED, that the said petition be, and the same is hereby granted, that the exact amount of bonds proposed to be issued is hereby fixed in the amount of _____ Dollars (\$ _____), that such proposed bonds shall be payable during a period of twenty (20) years and shall be redeemable in ten (10) years (half the term for which the bonds are issued) from the date of issue and on any interest due date thereafter; that an election be and is hereby called to be held at the _____ of the district in _____, Montana, on the _____ day of _____, 19____, which date is not less than twenty nor more than thirty days after the passage of this resolution, for the purpose of submitting to the electors of the district qualified to vote at high school district bond elections the following question:

'Shall the Board of Trustees be authorized to issue and sell bonds of this school district in the amount of _____ Dollars (\$ _____), bearing interest at a rate not exceeding six per centum (6%) per annum, payable semi-annually during a period

of 20 years, redeemable at any time after 10 years, for the purpose of

that three electors of this district who are qualified to vote at such election be and the same hereby are appointed to act as judges at the election at each voting place, the names of those appointed, with their address and voting place being as follows:

<u>Names</u>	<u>Addresses</u>	<u>Voting Place</u>
--------------	------------------	---------------------

"BE IT FURTHER RESOLVED that the Clerk of this high school district be, and is hereby directed to notify the said persons of their appointment as judges of election and to notify the County Clerk of the date of holding said election, and request him to close registration, and to prepare and furnish poll books as required by Section 1224.12, Revised Codes of Montana, 1935."

Mr. _____ seconded the motion for the adoption of the resolution. The chairman thereupon put the question of the adoption of the resolution. All of the following trustees voted "AYE":

and none voted "NO", whereupon the chairman declared the resolution duly passed and adopted.

No further proceedings were had relating to the bond issue at this meeting.

Chairman, School District No. _____
County.
Address _____

ATTEST:

Clerk, School District No. _____
County
Address _____

(First meeting - page 4)

I, _____, Clerk of High School
 District No. _____ of _____ County, Montana, do hereby
 certify that the preceding pages numbered _____ and _____, contain
 a full, true and accurate transcript of the proceedings of
 the board of trustees of the said school district conducted
 on _____, 19____, relating to
 building
 refunding bonds.

Dated at _____, Montana, this _____ day of _____ 19____.

 Clerk, School District No.

 County, Montana.

Address _____

(Notice of the election must be posted not less than fifteen days before the date thereof in not less than three public places within the district.)

NOTICE OF SCHOOL DISTRICT BOND ELECTION

NOTICE IS HEREBY GIVEN by the undersigned clerk of high school district No. of County, State of Montana, that pursuant to a certain resolution duly adopted at a meeting of the Board of Trustees of the said school district held on the day of 19 , an election of the registered qualified electors of high school district No. of County, State of Montana, who are taxpayers upon property therein, and whose names appear on the last completed assessment roll for state, county and school district taxes prior to the holding of such election, will be held on the day of 19 , at , for the purpose of voting upon the question of whether or not the Board of High School Trustees shall be authorized to issue and sell bonds of the said school district in the amount of Dollars (\$), bearing interest at a rate not exceeding six per centum (6%) per annum, payable semi-annually, for the purpose of

The bonds to be issued will be either amortization or serial bonds, and amortization bonds will be the first choice of the Board of Trustees. The bonds to be issued, whether

amortization or serial bonds, will be payable in installments over a period of 20 years, and redeemable in full 10 years from the date of issue.

The polls will be open from o'clock and
until o'clock P. M. of the said day.

Dated and posted this day of , A. D. 19 .

Clerk of High School District No.

County.

Address _____

SCHOOL DISTRICT BOND ELECTION
AFFIDAVIT OF JUDGE OF ELECTION.

STATE OF MONTANA)
 : SS.
County of)

, being duly sworn on oath, deposes
and says:

That he is one of the persons who acted as judges at the School District bond election held on school district No. _____ of _____ County, on the _____ day of _____, 19____, that at the said election the polls were opened at _____ o'clock _____ and remained open until _____ o'clock _____: That at the said election _____

acted as judges, the same having been duly appointed by the Board of Trustees as judges of such election;* and _____ acted as clerk of said election, he having been duly designated as clerk by the said judges; that the ballot hereto attached is a true and exact copy of the form of ballot used at said election:

(Here attach ballot)

That a list of the registered electors of such district who are taxpayers upon property therein and whose names appear on the last completed assessment roll for state, county and school district taxes and who were certified as entitled to vote at such election by the County Clerk of Chouteau County, was delivered to the judges of the said election by the clerk of this school district and was used at the said election to determine who were qualified electors at such election; that the names of those who voted at such election have been checked on said lists; of copy of the said list so checked is hereto attached marked Exhibit B; and that at the said election a poll list was kept of all persons voting and the votes were properly canvassed and counted; that the total number of votes cast for and against the bond issue as shown by the count made by the judges and clerk of said

election was _____, and that of the votes cast _____ were for the bond issue, and _____ were opposed to the bond issue.

Subscribed and sworn to before me this _____ day of _____
19____.

Officer.

*(If the judges who were appointed by the Board of School Trustees were not present at the time for opening the polls, and the judges who actually served were appointed by the electors present, this affidavit should so state.)

OFFICIAL BALLOT
SCHOOL DISTRICT BOND ELECTION
High School District No. 3 of Chouteau County
Held April 7, 1951.

INSTRUCTIONS TO VOTERS: Make an X or similar mark in the vacant square before the words "BONDS--YES" if you wish to vote for the bond issue; if you are opposed to the bond issue make an X or similar mark in the square before the words "BONDS--NO".

Shall the Board of Trustees be authorized to issue and sell bonds of this school district in the amount of Three Hundred Twenty Thousand (\$320,000.00) Dollars, bearing interest at a rate not exceeding six per centum (6%) per annum, payable semi-annually, during a period not exceeding twenty (20) years, for the purpose of enlarging, atering, equipping and repairing school facilities, including new gymnasium, shop, cafeteria, Home Economics department, music auditorium and Administrative quarters.

BONDS--YES

BONDS--NO

STATE OF MONTANA)
 : SS
COUNTY OF CHOUTEAU)

I, Halder M. Hansen, County Clerk and Recorder in and for the County of Chouteau, State of Montana, do hereby certify as follows:

That the following is a list of the persons who are qualified electors and whose names appear on our Election Records as residing within Common School District No. _____, Chouteau County, Montana, who are tax-payers therein and whose names appear upon the last completed assessment roll of the County, for State, County and School Taxes.

Dated this day of A.D. 1951.

Yours very truly,

County Clerk and Recorder.

(Second Meeting)

MINUTES OF THE PROCEEDINGS
 OF THE BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. ____
 OF COUNTY, MONTANA
 RELATING TO RETURNS OF SCHOOL DISTRICT BOND ELECTION
 AND THE ISSUING OF BONDS

special

A duly called regular meeting of the Board of Trustees of School District No. ____ of _____ County, a district of the _____ class, was held on the _____ day of _____, 19____, at which the following trustees were present throughout the entire meeting:

Names of TrusteesAddresses

_____, Chairman

The clerk of the school district was also in attendance throughout the entire proceedings. The purpose of the meeting was to canvass the returns of the school district bond election held in the said district on the _____ day of _____, 19____, and to take such further action in regard to the proposed bond issue as the returns might warrant.

After the returns of the said election had been duly canvassed and considered, Mr. _____ introduced the following resolution and moved its passage and adoption:

"WHEREAS this Board of Trustees did on the day of , 19 , provide for the calling of an election in this school district to vote upon the question of issuing bonds of this school district in the amount of Dollars (\$), bearing interest at a rate not exceeding six per centum per annum payable semi-annually during a period of years and redeemable at any time after years, for the purpose of

"WHEREAS it appears to this Board of Trustees that the clerk of the school district gave due notice, in the manner and form provided by law, of the election to be held by posting notices in not less than three public places within the district not less than 15 days before the date thereof;

"WHEREAS it further appears from the returns of the school district election presented to this board that the said election was duly and regularly held according to such notice and pursuant to law and that at such election there were ballots cast by registered electors qualified to vote; and that a majority of the ballots or votes so cast were for the proposed bond issue, ballots being for the bond issue and ballots being opposed to the bond issue;

"AND WHEREAS through such election this board has been authorized and empowered to issue such bonds, and the indebtedness created by such bond issue together with all other indebtedness of this district will not exceed five per centum (5%) of the value of the taxable property of this school district as ascertained by the last completed assessment for state, county and school district taxes previous to this date, and this board has full power and authority to issue such bonds,

"NOW THEREFORE BE IT RESOLVED, that under the authority and in full compliance with the provisions of Chapter 115 of the Political Code of the Revised Codes of Montana of 1935 and acts supplementary thereto or amendatory thereof, this board of trustees proceed to issue and do issue coupon bonds of this school district in the total amount of

, a newspaper of general circulation printed and published in this county at the town of , for a period of not less than four (4) consecutive weeks preceding the date set for the sale of said bonds, the first publication to be not less than thirty (30) days prior to the date of sale*;

(If the bond issue is for \$10,000.00 or more, the clerk shall also be directed to publish a regular notice of sale thereof once in some daily newspaper printed and published in a city of the first class and having a general circulation throughout the State; and this shall be incorporated in the resolution.)

"BE IT FURTHER RESOLVED that the clerk of this district be and is hereby directed to furnish a copy of the notice of sale of said bonds as advertised in the said newspaper and also a full and complete transcript of the proceedings had with reference to the issuance of the said bonds, together with such information, certificates and papers as may be required, to the Secretary of the State Board of Land Commissioners at least twenty days prior to the date of such sale as required by law;

"and BE IT FURTHER RESOLVED that the clerk be and is hereby directed to furnish a certified copy of all proceedings had with reference to the issuance of said bonds to the Attorney General and request his examination and report as to validity, as required by Chapter 139 of the Session Laws of 1939."

Mr. _____ seconded the motion for the adoption of the resolution.

The chairman of the board thereupon put the question of the adoption of the resolution; all of the following trustees voted "AYE":

*Legal requirement thirty days, but as time is computed, this amounts practically to thirty-two days.

and none voted "NO", whereupon the chairman declared the resolution duly passed and adopted.

No further proceedings were had relating to the proposed bond issue at this meeting.

ATTEST:

Chairman, School District No.
of _____ County.
Address _____

Clerk, School District No.
of _____ County.
Address _____

* * * * *

I, _____, Clerk of School District No. _____ of numbered _____, contain a full, true and accurate transcript of the proceedings of the board of trustees of the said school district conducted on the _____ day of _____, 19____, relating to the issue of school district refunding building bonds.

Dated at _____, Montana, this _____ day of _____ 19____.

(SEAL)

Clerk, School District No.
of _____ County, Montana.
Address _____

NOTICE OF SALE OF SCHOOL DISTRICT BONDS

Notice is hereby given by the Board of Trustees of School District No. of County, State of Montana, that the said Board of Trustees will on the day of , 19 , at the hour of o'clock, M. at , in the said school district, sell to the highest and best bidder for cash, either amortization or serial bonds of the said district in the total amount of Dollars, (\$), for the purpose of

Amortization bonds will be the first choice and serial bonds will be the second choice of the said School Board.

If amortization bonds are sold and issued, the entire issue may be put into one single bond or divided into several bonds, as the said Board of Trustees may determine upon at the time of sale, both principal and interest to be payable in semi-annual installments during a period of years from the date of issue.

If serial bonds are issued and sold they will be in the amount of Dollars (\$) each, except the first bond which will be in the amount of Dollars (\$); the sum of Dollars (\$) of the said serial bonds will be payable on the day of 19 , and the sum of Dollars (\$) will become payable on the same day each year thereafter until all of such bonds are paid.

The said bonds, whether amortization or serial bonds, will bear date of , 19 , and will bear interest at a rate not exceeding six per centum (6%) per annum, payable semi-annually, on the day of (month) and (month) in each year, and will be redeemable in full on any interest payment date from and after years (half the term for which the bonds are issued) from the date of issue.

The said bonds will be sold for not less than their par value with accrued interest, and all bidders must state the lowest rate of interest at which they will purchase the

bonds at par. The Board of Trustees reserves the right to reject any and all bids and to sell the said bonds at private sale.

All bids other than by or on behalf of the State Board of Land Commissioners must be accompanied by a certified check in the sum of _____ Dollars (\$ _____) payable to the order of the Clerk, which will be forfeited by the successful bidder in the event that he shall refuse to purchase the said bonds.

All bids should be addressed to the undersigned clerk.

Chairman, School District No. _____
of _____ County,
State of Montana.
Address _____

ATTEST:

Clerk, School District No. _____
of _____ County.
Address _____

AFFIDAVIT OF PUBLICATION

STATE OF MONTANA)
) SS.
County of)

I, _____, printer of the _____,
_____, published weekly at _____,
do solemnly swear that a copy of the notice as per clipping
attached, was published weekly in the regular and entire
issue of said newspaper, and not in any supplement thereof,
for _____ consecutive weeks, commencing with the issue dated
_____ 19____ and ending with the issue dated _____,
19____.

Subscribed and sworn to before me this day of
 , 19 .

Notary Public for the State of Mont.
Residing at
My commission expires

(Third Meeting)

MINUTES OF THE PROCEEDINGS
OF THE BOARD OF TRUSTEES
OF SCHOOL DISTRICT NO. ____

OF _____ COUNTY, STATE OF MONTANA

RELATING TO THE SALE OF SCHOOL DISTRICT BONDS

A duly called _____ meeting of the Board of Trustees of School District No. _____ of _____ County, a district of the _____ class, was held on the _____ day of _____, 19____, being the time fixed for considering bids on the proposed bond issue. The following trustees were present throughout the entire meeting.

Name of Trustee

Address

_____, Chairman

The clerk of the school district, _____, was also in attendance through the entire proceedings. The purpose of the meeting was to consider bids on the bonds authorized to be issued by the district in the amount of _____ Dollars (\$ _____).

The following bids were received and considered:

Name of Bidder

Address

Bid

After all of the said bids had been examined and considered by the board, Mr. _____ introduced the following resolution and moved its adoption:

"WHEREAS the bid of the State Board of Land Commissioners of the State of Montana on the issue of

bonds of this school district in the amount of
 Dollars (\$),
 offering to purchase the entire issue at par to-
 gether with accrued interest, the same to be issued
 as (state number) amortization bonds and to draw in-
 terest at the rate of per centum () per
 annum, payable semi-annually, is the best bid re-
 ceived, most advantageous to this school district, be
 it hereby resolved that the bid of the said board of
 land commissioners on amortization bonds be and the
 same is hereby accepted;

"BE IT FURTHER RESOLVED that under the authority and
 in full compliance with the provisions of Chapter 115
 of the Political Code of the Revised Codes of Montana
 of 1935 and acts supplementary thereto and amendatory
 thereof, this board of trustees proceed to issue and
 execute the said amortization bonds of this school
 district as defined by the statutes of this state in
 the total amount of Dollars
 (\$) in order to obtain funds for the
 purpose of

such bonds to be dated as of the day of
 19 , to be payable on the amortization plan through
 a period of years from the date of issue, to be
 redeemable in full years from the date of issue
 and on any interest due date thereafter, to draw
 interest at the rate of per centum ()
 per annum, both the principal and the interest to be
 payable in (state number) semi-annual in-
 stallments on the day of (month) and
 (month) each year until paid in full:

"AND BE IT FURTHER RESOLVED that the said bond issue
 amounting to Dollars
 (\$) be issued as bond (s)
 (state number) in the denomination of
 Dollars (\$); that the clerk
 of this school district be and is hereby directed to
 arrange for the printing or lithographing of the
 necessary bond or bonds at the expense of this school
 district at the lowest commercial rates, and when
 duly signed and executed by the chairman and himself
 as clerk to deliver the same to the county treasurer
 for registration as provided by law before being de-

bonds of this school district in the amount of
 Dollars (\$),
 offering to purchase the entire issue at par together with accrued interest, the same to be issued as (state number) amortization bonds and to draw interest at the rate of per centum () per annum, payable semi-annually, is the best bid received, most advantageous to this school district, be it hereby resolved that the bid of the said board of land commissioners on amortization bonds be and the same is hereby accepted;

"BE IT FURTHER RESOLVED that under the authority and in full compliance with the provisions of Chapter 115 of the Political Code of the Revised Codes of Montana of 1935 and acts supplementary thereto and amendatory thereof, this board of trustees proceed to issue and execute the said amortization bonds of this school district as defined by the statutes of this state in the total amount of Dollars (\$) in order to obtain funds for the purpose of

such bonds to be dated as of the day of 19 , to be payable on the amortization plan through a period of years from the date of issue, to be redeemable in full years from the date of issue and on any interest due date thereafter, to draw interest at the rate of per centum () per annum, both the principal and the interest to be payable in (state number) semi-annual installments on the day of (month) and (month) each year until paid in full:

"AND BE IT FURTHER RESOLVED that the said bond issue amounting to Dollars (\$) be issued as bond (s) (state number) in the denomination of Dollars (\$); that the clerk of this school district be and is hereby directed to arrange for the printing or lithographing of the necessary bond or bonds at the expense of this school district at the lowest commercial rates, and when duly signed and executed by the chairman and himself as clerk to deliver the same to the county treasurer for registration as provided by law before being de-

bonds of this school district in the amount of
 Dollars (\$),
 offering to purchase the entire issue at par together with accrued interest, the same to be issued as (state number) amortization bonds and to draw interest at the rate of per centum () per annum, payable semi-annually, is the best bid received, most advantageous to this school district, be it hereby resolved that the bid of the said board of land commissioners on amortization bonds be and the same is hereby accepted;

"BE IT FURTHER RESOLVED that under the authority and in full compliance with the provisions of Chapter 115 of the Political Code of the Revised Codes of Montana of 1935 and acts supplementary thereto and amendatory thereof, this board of trustees proceed to issue and execute the said amortization bonds of this school district as defined by the statutes of this state in the total amount of Dollars (\$) in order to obtain funds for the purpose of

such bonds to be dated as of the day of 19 , to be payable on the amortization plan through a period of years from the date of issue, to be redeemable in full years from the date of issue and on any interest due date thereafter, to draw interest at the rate of per centum () per annum, both the principal and the interest to be payable in (state number) semi-annual installments on the day of (month) and (month) each year until paid in full:

"AND BE IT FURTHER RESOLVED that the said bond issue amounting to Dollars (\$) be issued as bond (s) (state number) in the denomination of Dollars (\$); that the clerk of this school district be and is hereby directed to arrange for the printing or lithographing of the necessary bond or bonds at the expense of this school district at the lowest commercial rates, and when duly signed and executed by the chairman and himself as clerk to deliver the same to the county treasurer for registration as provided by law before being de-

livered to the purchaser; and that the clerk be further directed to provide the county treasurer with and unsigned copy of each bond issued, effectually cancelled by perforation or otherwise, to be preserved in his office."

Mr. _____ seconded the motion for the adoption of the resolution.

The chairman of the board thereupon put the question of the adoption of the resolution; all of the said trustees voted "AYE" and none voted "NO", whereupon the chairman declared the resolution duly passed and adopted.

No further proceedings were had relating to the proposed bond issue at this meeting.

ATTEST:

Chairman, School District No. _____
of _____ County.
Address _____

Clerk, School District No. _____
of _____ County
Address _____

I, _____, Clerk of School District No. _____ of _____ County, State of Montana do hereby certify that the preceding pages numbered _____ contain a full, true and accurate transcript of the proceedings of the board of trustees of the said school district conducted on 19 _____, relating to the issue of _____ bonds.

Dated at _____ this _____ day of _____ 19 _____.

Clerk, School District No. _____
of _____ County,
State of Montana
Address _____

COMPLETE FINANCIAL STATEMENT FOR
 SCHOOL DISTRICT NO. OF COUNTY, MONTANA
 AS OF , 19 .

VALUATION AND DEBT LIMIT

Total value of the taxable property of the said School District as ascertained by the last assessment for State and County taxes, and finally equalized for the year 19 (full and true value). \$_____

Limit of indebtedness, 5% of the total value of the taxable property as above given . . \$_____ (1)

(Valuation upon which the taxes are computed)\$_____

WARRANT INDEBTEDNESS

Total outstanding warrants on , 19 \$_____

Estimated accrued interest on all outstanding warrants. _____

Total. _____

Less cash in treasury for payment of these warrants _____

Net amount of warrant indebtedness \$_____ (2)

(Date of oldest uncalled warrant , 19).

BONDED INDEBTEDNESS

	<u>Amount of</u> <u>Issue</u>	<u>Amount Now</u> <u>Unpaid</u>	<u>Interest Ac-</u> <u>crued Since</u> <u>Last Interest</u> <u>Due Date</u>	<u>Total of</u> <u>Bonds and</u> <u>Accrued</u> <u>Interest</u>
Date of Issue _____)				
Date Due _____(
Purpose _____)	\$_____	\$_____	\$_____	\$_____
Interest Rate _____(
Held By _____)				

(continued on next page)

	<u>Amount of Issue</u>	<u>Amount Now Unpaid</u>	<u>Interest Ac- crued Since Last Interest Due Date</u>	<u>Total of Bonds and Accrued Interest</u>
Date of Issue____)				
Date Due____(
Purpose____)	\$_____	\$_____	\$_____	\$_____
Interest Rate____(
Held By____)				
Date of Issue____)				
Date Due____(
Purpose____)	\$_____	\$_____	\$_____	\$_____
Interest Rate____(
Held By____)				
Date of Issue____)				
Date Due____(
Purpose____)	\$_____	\$_____	\$_____	\$_____
Interest Rate____(
Held By____)				
Date of Issue____)				
Date Due____(
Purpose____)	\$_____	\$_____	\$_____	\$_____
Interest Rate____(
Held By____)				
Totals	\$_____	\$_____	\$_____	\$_____
Less amount of sinking funds on hand			, 19	\$_____
Net amount of bonded indebtedness				\$_____ (3)

RECAPITULATION

Debt limit, as above shown (1)	\$_____
Net Warrant Indebtedness (2)	\$_____
Net Bonded Indebtedness (3)	\$_____
Total Net Indebtedness	\$_____
Margin between Debt Limit and Net Indebtedness .	\$_____

District Tax Levies
During
Last Three Years

Kind of Tax	Year Beginning July 1, 19	Year Beginning July 1, 19	Year Beginning July 1, 19
Spec. Dist. Tax :	:	:	:
(10 mill Limit) :	mills:	mills:	mills:
Tax voted in Ex-	:	:	:
cess of 10 mills:	:	:	:
For free text	:	:	:
books	:	:	:
Interest and	:	:	:
Sinking Fund	:	:	:
H. S. Taxes	:	:	:
Voted by Dist.	:	:	:
Total District	:	:	:
Levies	:	:	:

We, the undersigned, being the Clerk of School District No. of County, State of Montana, and the County Treasurer of the said County, DO HEREBY CERTIFY that the foregoing is a complete, true and accurate statement showing the financial condition of the said school district as the same existed on the day of , 19 , and also showing tax levies of the district for the last three years.

IN WITNESS WHEREOF we have hereunto subscribed our names and affixed our official seals at , Montana, this day of , 19 .

County Treasurer of
County, State of Montana.

Clerk of School District No.
of County,
State of Montana.
Address:

(SEAL)

(SEAL)

CERTIFICATE OF COUNTY SUPERINTENDENT

I HEREBY CERTIFY, That School District No. of
 County, State of Montana, is a legally organized
 district of the class; that the said school district
 was organized on the day of A. D., 19 ; that
 the boundaries thereof have never been questioned; and that
 there is not to my knowledge any pending petition or pro-
 ceeding to divide or discontinue the district. I further
 certify that the following named persons are on this date
 the duly qualified and acting officers of the said school
 district and that each one of them has served as such officer
 continuously since the beginning of his term, as follows:

<u>Names of Trustees</u>	<u>Address</u>	<u>Date of Beginning of Term</u>
--------------------------	----------------	--------------------------------------

Name of Clerk

And I further certify that is the
 duly elected and acting Chairman of the Board of Trustees
 and has served as such chairman continuously since ,
 19 .

Dated at , Montana, this day of
 , 19 .

(SEAL)

 COUNTY SUPERINTENDENT OF SCHOOLS
 of County,
 State of Montana

DISTRICT CLERK'S CERTIFICATE

STATE OF MONTANA)
)
 County of)

 , being first duly sworn on oath,
 deposes and says: That he is the duly appointed, qualified
 and acting Clerk of School District No. , County of ,
 State of Montana; that the above and foregoing is a full,
 true, correct and complete copy of all proceedings of the
 Board of Trustees of said district relating to the authori-
 zation and issue of Building Bonds of the said school district
 in the amount of Dollars, (\$).

The affiant further says that all certificates, affi-
 davits, notices, and other documents accompanying this trans-
 cript and relating to the aforesaid bond issue are either
 the originals of such certificates, affidavits, notices and
 other documents, or full, true, correct and complete copies
 thereof.

The affiant further states that he posted copies of
 the Notice of School District Bond Election identical with
 the copy of notice shown in this transcript, on the day
 of , 19 , the same being at least fifteen days prior
 to said election, in three public places in said school dis-
 trict, to-wit:

One notice at ,
one notice at ,
and one notice at ;
and that he gave notice of the date of holding the said
election to the clerk of County as provided by law.

Clerk of School District No.

County, Montana.

Subscribed and sworn to before me this day of
, 19 .

Notary Public for the State of
Montana.
Residing at
My Commission Expires